


TO : All U. S. Special Police Captains 11 June 1963
FROM : Chief, Building Security Branch
Physical Security Division, OS
SUBJECT: Mail, Packages, and Material Addressed
for the Head of this Agency


1. Please instruct all U. S. Special Police Officers guarding this Agency's facilities that in the event anyone arrives at their posts with material addressed for the Director or any top officials of this Agency, they are to direct the courier to the nearest Agency receptionist, or if one is not in the immediate vicinity, to call the Office of Security on Extension 6161.

2. Do not have the courier leave with the material until the above procedure has been followed.

3. This instruction will remain in effect until further notice.

 25X1A

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TRANSMITTAL SLIP		DATE
TO: D/S DD(PPS)		
ROOM NO. 4E-60	BUILDING Hqs.	
REMARKS:		
<p>Your copy. <i>W</i></p> <p> - FYI.</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957-O-439445

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